DEC STD 071-3 FIELD CHANGE ORDER CONVENTIONS AND PROCESSING - FIELD SERVICE PRODUCT SAFETY AND LIABILITY

DOCUMENT IDENTIFIER: A-DS-EL00071-03-0 Rev B1, 20-Jun-1989

ABSTRACT: This section describes the specific duties required of the Field Service Product Safety and Liability organization in implementing Field Change Orders (FCOs).

APPLICABILITY: This standard is mandatory for anyone processing FCOs to Digital products. This standard may be supported by policies and procedures from various functions. However, such supporting documents do not replace this standard.

STATUS: APPROVED 20-Jun-1989; type $VTX SMC for expiration date.

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APPROVAL: This document has been approved by the Field Service Product Safety manager, and has been updated with clerical changes by the standard owner.

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1 INTRODUCTION

This section describes the duties required of the Field Service Product Safety and Liability (FSPS&L) organization when implementing Field Change Orders (FCOs).

2 RESPONSIBILITIES

Field Service Product Safety and Liability must review and approve all Field Change Orders (FCOs) to ensure that the installer will not be subject to any potentially hazardous conditions while installing the FCO. FSPS&L will verify that safety-related FCOs will enhance the product's safety, reduce or eliminate the potentially hazardous condition in the product, and ensure that the FCO does not create any other potentially hazardous conditions. Refer to *DEC STD 132-0 Field Service Product Safety Policies and Procedures*, heading 3.

2.1 FSPS&L FCO COORDINATOR

The FCO will be received by the FSPS&L FCO coordinator. He or she will examine the FCO for the options and products affected. The FCO will be forwarded to the appropriate FSPS&L investigator for review.

2.2 FIELD SERVICE PRODUCT SAFETY AND LIABILITY INVESTIGATOR

2.2.1 FCO Document

The FSPS&L investigator reviews every FCO, within his or her assigned product category, to verify that the FCO is reasonably safe for a qualified technician to install. Special attention will be paid to the instructions, such as the power down sequence, electrical or mechanical changes, access to hazardous parts, disassembly, reassembly, and the power up sequence. The FSPS&L investigator will review the EQ-kit contents for special tools, cleaners, hazardous materials, and like items to verify that adequate safety precautions have been incorporated.

If the FCO pertains to any FSPS&L corrective action (case files), the FSPS&L investigator will verify that the product safety hazard and risk have been eliminated or reduced to an acceptable level. For Category (S) FCOs, the FSPS&L investigator will coordinate between the CSSE Team, and where applicable, organizations such as the Law Department, Risk Management, the Quick Action Committee, and others.

2.2.2 Corporate Implementation Plan (CIP)

FSPS&L must sign CIPs for Category (S) FCOs only. FSPS&L will ensure that the CIP addresses the objectives of risk reduction insofar as affected populations, customer notification, timeliness, and implementation are concerned. FSPS&L will coordinate between the CSSE Team, and where applicable, organizations such as the Law Department, Risk Management, the Quick Action Committee, and others.

3 APPROVAL CYCLE

Final copies of FCOs are received from Micromedia Publishing and handled in accordance with subhead 2.1 of this document. The FSPS&L investigator's signature on the FCO document indicates that the requirements of subhead 2.2.1 have been satisfied. Responsibility for CIP approval of Category (S) FCOs will be in accordance with Appendix A of *DEC STD 071-0 Field Change Order Policy - Introduction.*

APPENDIX A

REFERENCED DOCUMENTS

A.1 EL-class Digital Documents

EL-class Number	Document Title
EL-00071-00	*DEC STD 071-0 Field Change Order Policy - Introduction*
EL-00132-00	*DEC STD 132-0 Field Service Product Safety Policies and Procedures*

Copies of Digital EL-class documents may be obtained from Standards and Methods Control, $ VTX SMC, JOKUR::SMC, DTN: 234-4423, or NRO4/D4.

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